

SUBJECT: (Optional)

D/OTE, 1026 CofC

EXTENSION

NO.

DATE 7 December 1982

TO: (Officer designation, room number, and building)

DATE _____

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D24, HQS.

Attached is OTE's contribution to the DCI's Annual Report to Congress as requested in reference (DDA 82-2729/1, dated 17 November 1982).

CONFIDENTIAL

DDA Suspense: COB 8 December.

FORM 1-79 **610** USE PREVIOUS EDITIONS

Training

25X1 During 1982 the demand for and participation in training programs reached new highs. There were 88 different courses of instruction offered 400 times, excluding language training. In addition, we had over [] enrollments in external training. The past year has witnessed the development of what we believe are strong programs in two particular areas: the growth and development of analysis training and the professional development program. The dramatic increase in operational and paramilitary training has placed extremely heavy demands on the staff and facilities of the Office of Training and Education (OTE). The steady influx of career trainees, most of whom are DDO-bound, will continue to place additional burdens on OTE's resources as well as the need for tutorial tradecraft instruction of agents, nonofficial cover officers, foreign liaison personnel, etc. The decline in the Agency's language skills has also had a substantial effect on training resources. We are now providing language instruction to more students than ever before, over [] full-time students in 1982. [] is operating beyond its capacity, and the use of [] has been extremely heavy. In order to keep pace with the increasing training requirements, we must upgrade our present facilities, provide for an increase in classroom space, and increase the number of instructors.

25X1

25X1

25X1



~~SECRET~~

DDA 82-2729/1

17 NOV 1982

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA
Chief, Safety Staff, DDA
Management Staff, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirement for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs. You may recall that major portions of our report were incorporated in the DCI's 1981 report.

2. It is requested that each of you submit your contribution to us by COB 8 December so that we can incorporate these submissions in a directorate-wide response. As with last year's report, your contribution should cover the following points: component overview, performance highlights, relations with consumers/customers, future research and development plans, and present/projected resource needs. The period to be covered by your report is the 1982 calendar year.

3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1981 along with the DCI's memo to NFIB Program Managers and a copy of the remarks he made to our employees on 21 October.

4. If you have any questions or require additional information, please contact Executive Officer, DDA,

Harry E. Fitzwater

Attachments

~~SECRET~~

This document contains UNCLASSIFIED
when separated from attachment.